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6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms

S.No	Description	Page No.
1	IQAC Internal Audit – Odd Semester Schedule and Audit report	2
2	IQAC Internal Audit – Even Semester Schedule and Audit report	18

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First Internal Audit (Odd Semester)- 2022-23 (Phase1)

Sl.No	Date	Department to be audit	Auditor name	Signature
1	02/11/2022 to 03/11/2022	CSE	Mr. Maheswaran K	
			Mr. David E	
2	02/11/2022 to 03/11/2022	ECE	Mr.Sabarish C S	
			Mr.Vipin K M	
3	02/11/2022 to 03/11/2022	EEE	Mr.Vipin K M	
			Mr. Midhun Raj P K	
4	02/11/2022 to 03/11/2022	ME	Ms.Sajitha A S	
			Mr. Maheswaran K	
5	02/11/2022 to 03/11/2022	MT	Mr.Sabarish C S	
			Ms.Sajitha A S	
6	02/11/2022 to 03/11/2022	MBA	Dr.Deepa A	
			Mr. David E	
7	02/11/2022 to 03/11/2022	MCA	Dr.N Shankar	
			Mr. Midhun Raj P K	

IQAC DIRECTOR

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IQAC INTERNAL ACADEMIC AUDIT REPORT

ACADEMIC YEAR: 2022-23

SEMESTERS: S1 & S3

AUDITD DEPARTMENT: MBA

AUDITED BY: Ms. DEEPA A and Ms. Sajitha A S

DATE: 09.06.2023

Sl. NO.	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	**Minutes and action taken reports of curse/ class committees of UG/PG** a. Verify minutes and action taken report	Completed	Class committee and course committee conducted as per academic calendar. Action taken report is also included	Nil
2	**Minutes and action taken reports of advisory meetings** a. Verify minutes and action taken report	Completed	Advisory meetings conducted and action taken report present	Nil

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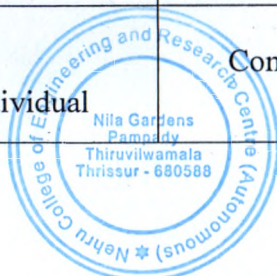Nila Gardens, Pampady
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| 3 | **Course File for all the courses**

a. Course file for all courses (theory, practical, seminar, project, etc.)
b. Examine course file for a ll necessary details such as
(i) Time slot of classes
(ii) Syllabus
(iii) Course plan
(iv) Details of assignments ,tutorials
(v) Attendance of students
(vi) Marks awarded for assignments, internal exams etc.
(vii) Topics covered
(viii) Extra classes engaged
Maintenance of course folder
a. The course folder shall contain
(i) Course file
(ii) Sample Assignments
(iii) Sample Answer books of internal exams with QP
(iv) QP of end exams
(v) Statements of Internal Evaluation marks
(vi) Module notes | Course folder completed | All required document present | Nil |
| 4 | **Schedule of Time Table**

a. Verify class-wise and individual | Completed | Completed | Nil |

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	faculty-wise time table			
5	**Conduct of Tutorial Classes** a. Verify the tutorial logbook b. Size of tutorial classes c. Number of students assigned to a faculty d. mark tutorial hour in the timetable. Sample tutorial book	Not Applicable	Not Applicable	Nil

6	**Internal test question paper and sample answer scripts**
	
	a. Assessment can be done based on the following
	   1. punctuality of valuation
	   2. Question papers & scheme of evaluation
	
	3sample answer sheets minimum
		Completed	Completed till date	Nil

7	**Syllabus coverage of practical course**	Not Applicable	Not Applicable	Nil
8	**Laboratory manual, records and course file for all practical courses**	Not Applicable	Not Applicable	Nil

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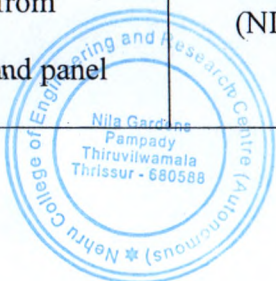# NEHRU COLLEGE OF ENGINEERING AND RESEARCH CENTRE
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	a. Verify course diary, course file, log book of equipment, work record of students (3numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details			
9	**Equipment log registers, stock registers used in Laboratories**	Not Applicable		Nil
10	**Conduct of series test**	Completed	Completed	Nil
11	**Project(Mini project/Designproject/Finalsemest erproject)progressreviewreports.** Quality & Progress of projects Can be accessed from a. Meeting minutes and panel	Not Applicable (NIL)	Not Applicable	Nil

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		members details			
		b. Course file, project review records, outcome of projects such as papers published, patents, awards etc.			
		c. project team maximum of 5			
		d. includes literature survey, formulation of objectives, formulation of hypothesis/design/methodology, formulation of work plan, preparation of report			
		e. sample fair report			
	12	**Mentoring details**	Completed	Available	Nil
	13	**Result Analysis of previous semester** Performance of students in the previous semester a. Update with revaluation	Completed	Available	Nil

13

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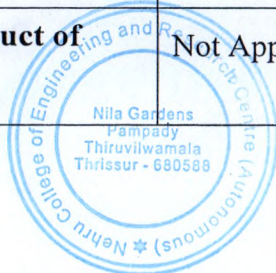Nila Gardens, Pampady
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	results			
	b. subject wise and overall pass percentage			
	c. check green card updating			
14	**Details showing the conduct of remedial classes.**			
	a. Check maintaining register for recording details of remedial classes	Completed	Completed	Nil
	b. Attendance of students			
15	**Details showing the conduct of Minor classes**	Not Applicable	Not Applicable	Nil
	Check maintaining course file for recording details of minor classes	(NIL)		
16	**Details showing the conduct of Honour classes**	Not Applicable	No Honour classes	Nil

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	Check maintaining course file for recording details of honourclasses			
17	**Assessment of Outcomes** a. Verify COs and knowledge levels in internal and assignment question papers. b. Verify CO/PO attainment calculation for all the courses c. Verify CO/PO mark entry of internal exam in the course file	Pending	Pending	Pending
18	**Details of faculty evaluation and action taken on it.** Students Feedback a. two sets of feedback for each semester b. % of students participated c. corrective actions taken for improving teaching effectiveness	Pending	Pending	Pending
19	**Departmentlibraryregistersho wingvolumeandtitleofbooks,jo**	Available	All library files updated and present	Nil

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	urnalsetc.			
20	Platform used for LMS/Course materials and lectures uploaded	Not Applicable	Not Applicable	Nil
21	NPTEL/SWAYAM course materials recommended	Available	Available	Nil
22	Register showing activity points	Not Applicable	Not Applicable	Nil
23	Updated Green Cards	Not Applicable	Not Applicable	Nil
24	Categorisation of students with list	Available	Available	Nil
25	Details of value added courses	Updated	Updated	Nil
26	Feedback from Students, Alumni, Employer & Faculty	Updated	Updated	Nil

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27	Faculty and staff profile	Available		Nil
28	Paper publication	Available		Nil
29	Conference Details	Available		Nil
30	Refresher Course	Available		Nil
31	Training Program	Available		Nil
32	FDP Details	Available		Nil
33	Funded FDPs	Available		Nil

DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION

	A1 - Files (Academic Files) FOR LAST 3 YEARS			
34	Time table (with tutorials) - Staff	Completed	Completed	Nil
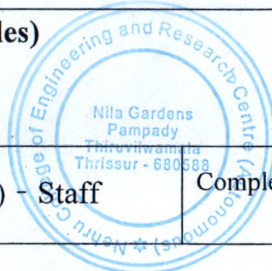
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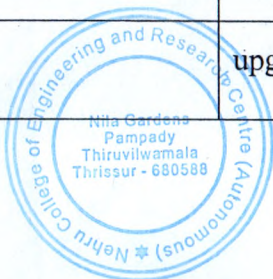Nila Gardens, Pampady
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	arranged in hierarchical order			
35	Internal exam QP (DQAC Approved)	Completed	Completed	Nil
36	Innovative Teaching approaches	Completed	Completed	Nil
37	Tutorial samples with log book	Completed	Completed	Nil
38	SFR (Computation as per NBA)	Completed	Completed	Nil
	A2 - File (Academic Files)			
39	Course files (Last 3 years)	Completed	Completed	Nil
	A3 - Files (Academic Files)			
40	CO-PO, CO-PSO mapping	upgraded	upgraded	Nil
41	PO, PSO attainment	upgraded	upgraded	Nil

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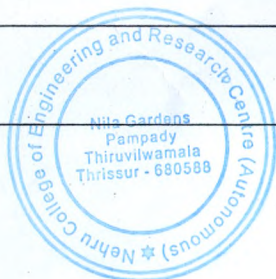Nila Gardens, Pampady
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| 42	Curriculum Gap (with Gaps and course identified to address the POs, PSOs)	Pending	Pending	Pending
43	Project (a. List of projects with guides and students b. Panels, meeting minutes, rubrics and marks ofevaluation c. PO, PSO attainment)	Partially	Partially	Partially
44	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	Available	Available	Nil
B - Files (Staff Files)				
45	Add-on Courses (*Update these files for period July- June*) Research funding (a. Internal, b. External)	Available	Available	Nil
46	Consultancy	Nil	Nil	Nil

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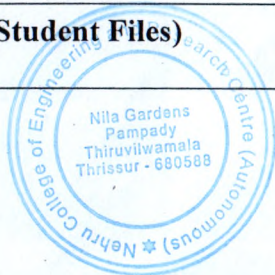Thiruvilwamala, Thrissur - 680588

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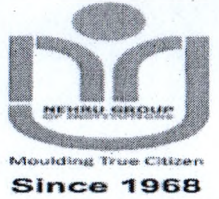
47	Collaborative works/research and outcomes	Nil	Nil	Nil
48	Journal Publications: ISI, SCOPUS, Other Journals	Nil	Nil	Nil
49	Publications: Conference, Books, Book chapters, Articles, etc.	Available	Available	Nil
50	IPR (and related activities)	Nil	Nil	Nil
51	MoU	Completed	Completed	Nil
52	FDP Attended: (a. Outside own college b. Inside own college)	Nil	Nil	Nil
53	FDP/Conference Organized	Completed	Completed	Nil
54	Awards / Honors	Nil	Nil	Nil
55	External Interaction	Nil	Nil	Nil
	C - Files (Student Files)			

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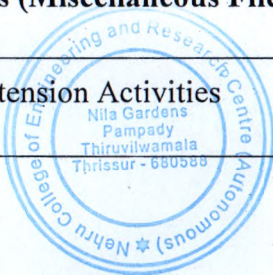Nila Gardens, Pampady
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56	Roll List (for last 3 years)	Completed	Completed	Nil
57	KTU Results and Analysis (Semester-wise)	Completed	Completed	Nil
58	Success Data of Passed Out Batch	Completed	Completed	Nil
59	Placement (Proof- for previous Acad Year)	Completed	Completed	Nil
60	Higher Studies (Proof- for previous Acad Year)	Nil	Nil	Nil
61	Career/Skill Development Programs	Completed	Completed	Nil
62	Achievements	Nil	Nil	Nil
63	Entrepreneurship / Start ups	Nil	Nil	Nil
64	Professional Society Activity	Completed	Completed	Nil
	D - Files (Miscellaneous Files)			
65	Staff Extension Activities	Nil	Nil	Nil

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66	Staff Duties/Responsibilities	Completed	Completed	Nil
67	Guest Acquaintance (Semester-wise)	Not Applicable	Not Applicable	Nil
68	Department Budget	Not Applicable	Not Applicable	Nil

Dr. DEEPA·A

AUDITOR

N

AUDITEE

HOD

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First Internal Audit (Even Semester)- 2022-23

Sl.No	Date	Department to be audit	Auditor name	Signature
1	31/03/2023 to 03/04/2023	CSE	Mr. Maheswaran K	
			Mr. Midhun Raj P K	
2	31/03/2023 to 03/04/2023	ECE	Mr.Sabarish C S	
			Mr.Vipin K M	
3	31/03/2023 to 03/04/2023	EEE	Mr.Vipin K M	
			Dr.Deepa A	
4	31/03/2023 to 03/04/2023	ME	Ms.Sajitha A S	
			Mr. Maheswaran K	
5	31/03/2023 to 03/04/2023	MT	Mr.Sabarish C S	
			Dr.N Shankar	
6	31/03/2023 to 03/04/2023	MBA	Dr.Deepa A	
			Ms.Sajitha A S	
7	31/03/2023 to 03/04/2023	MCA	Dr.N Shankar	
			Mr. Midhun Raj P K	

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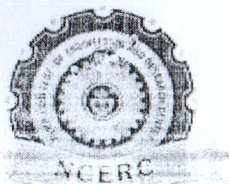
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IQAC INTERNAL ACADEMIC AUDIT REPORT

ACADEMIC YEAR   :   2022-23   SEMESTER :   EVEN

AUDITED DEPARTMENT : MECHATRONICS   AUDITED BY : Dr N.Sankar& Mr. Rakesh P R   DATE :   09/06/2023

Sl. NO.	Key Aspects	Status of Documents	Auditor Remarks	Completion of pending documents
1	**Minutes and action taken reports of course/class committees of UG/PG** a. Verify minutes and action taken report	AVAILABLE	S8 B TECH - (ON 9/02/23) – Meeting I S8 B TECH - (ON 27/03/23) – Meeting II S6 B.TECH-(ON 10/02/2023)-Meeting 1 S6B.TECH-(On 29/03/2023)-Meeting 2 S4B.TECH- (ON 10/02/2023)-Meeting 1 S4B.TECH-(On 29/03/2023)-Meeting 2	COMPLETED

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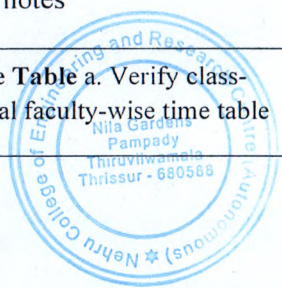Thiruvilwamala, Thrissur - 680588

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| 3 | **Course File for all the courses**

a. Course file for all courses (theory, practical, seminar, project, etc.)
b. Examine course file for all necessary details such as
(i) Time slot of classes
(ii) Syllabus
(iii) Course plan
(iv) Details of assignments, tutorials
(v) Attendance of students
(vi) Marks awarded for assignments, internal exams etc.
(vii) Topics covered
(viii) Extra classes engaged
Maintenance of course folder
a. The course folder shall contain
(i) Course file
(ii) Sample Assignments
(iii) Sample Answer books of internal exams with QP
(iv) QP of end exams
(v) Statements of Internal Evaluation marks
(vi) Module notes | AVAILABLE | 1. Time slot verified
2. Syllabus pasted
3. Course plan verified
4. Assignments given but not verified
5. Series test 1 verified
6. 4 modules completed for S8. 3 Modules completed both s4 and s6
7. Notes available | COMPLETED |
| 4 | **Schedule of Time Table** a. Verify class-wise and individual faculty-wise time table | AVAILABLE | Old one Verified. Time table updation done | COMPLETED |

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	students (3numbers). b. Assessment can be done based on (i) number of students in a batch (ii) time given for doing the experiment (iii) number of experiments conducted as per syllabus (iv) Check syllabus of practical class pasted in front of the course diary (v) Check evaluation on the same date (vi) Mark distribution details		3. S4 Lab – 90% Completed 4. S6– 90% completed 5. Record update done	
9	Equipment log registers, stock registers used in Laboratories	REGISTER AVAILABLE	Stock and issue register are available	COMPLETED
10	**Conduct of series test**	CONDUCTED	Series test scheduled as per academic schedule	COMPLETED
11	**Project (Mini project/Design project/Final semester project)** progress review reports. Quality & Progress of projects Can be accessed from a. Course file, project review records, outcome of projects	AVAILABLE and VERIFIED	**Project and Mini Project** Course file verified	COMPLETED

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	b. subject wise and overall pass percentage c. check green card updating			
14	Details showing the conduct of remedial classes. a. Check maintaining register for recording details of remedial classes b. Attendance of students	REMEDIAL CLASS REGISTER AVAILABLE	Remedial register updation done	Not COMPLETED
15	**Details showing the conduct of Minor classes** Check maintaining course file for recording details of minor classes	AVAILABLE	Course file and material available.	COMPLETED
16	**Details showing the conduct of Honour classes**		Not Applicable	COMPLETED

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19	Department library register showing volume and title of books, journals etc.	REGISTER AVAILABLE	Update required issue register.	COMPLETED
20	Platform used for LMS/Course materials and lectures uploaded	VERIFIED	Course Materials uploaded in Google class room and college website	COMPLETED
21	NPTEL/SWAYAM course materials recommended	AVAILABLE	Updation done	COMPLETED
22	Register showing activity points	REGISTERS AVAILABLE	S4 update required. S6 update required. S8 Registers were updated.	COMPLETED
23	Updated Green Cards	UPDATED	S4 updated. S6 updated. S8 updated.	COMPLETED
24	Categorisation of students with list	AVAILABLE	Students' categorisation updation needed	Not COMPLETED

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32	FDP Details	AVAILABLE AND VERIFIED	Faculties attended	COMPLETED
33	Funded FDPs	NOT AVAILABLE	NIL	COMPLETED

DEPARTMENT FILES IN LINE WITH NBA/NAAC ACCREDITATION

A1 – Files (Academic Files)

FOR LAST 3 YEARS

34	Time table (with tutorials) – Staff arranged in hierarchical order	AVAILABLE	Time table for all classes are available and verified	COMPLETED
35	Internal exam QP (DQAC Approved)	AVAILABLE	Approved sets of Internal exam QP are available and Verified	COMPLETED
36	Innovative Teaching approaches	AVAILABLE	Innovative Teaching approaches such as ICT enabled teaching, group assignment, interactive learning, video lectures, group discussion, tutorial, peer learning and project based learning are verified	COMPLETED

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43	Project (a. List of projects with guides and students b. Panels, rubrics and marks of evaluation c. PO, PSO attainment)	AVAILABLE	**Project** Sample reports are available	COMPLETED
44	Subject Group (List of groups and Faculty, allotment by HoD, Minutes of each group, Programs/Activities organized under each group)	AVAILABLE	List of subject group, faculties and activities are available	COMPLETED
B – Files (Staff Files)				
45	Add-on Courses (*Update these files for period July- June*) Research funding (a. Internal, b. External)	AVAILABLE	List of Add-on courses and details are available. 4 add-on courses are there in Even semester of academic year 2022-23	COMPLETED
46	Consultancy	NOT AVAILABLE	Not available	COMPLETED
47	Collaborative works/research and outcomes	NOT AVAILABLE	Not available	COMPLETED

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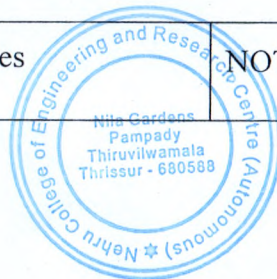Nila Gardens, Pampady
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57	KTU Results and Analysis (Semester-wise)	AVAILABLE	KTU Results and Analysis are available	COMPLETED
58	Success Data of Passed Out Batch	AVAILABLE	Available	COMPLETED
59	Placement (Proof- for previous Acad Year)	AVAILABLE	Placement details are Available	COMPLETED
60	Higher Studies (Proof- for previous Acad Year)	AVAILABLE	Higher Studies details are Available	COMPLETED
61	Career/Skill Development Programs	AVAILABLE	Career/Skill Development Programs details are Available	COMPLETED
62	Achievements	NOT AVAILABLE		COMPLETED
63	Entrepreneurship / Start ups	AVAILABLE	Entrepreneurship / Start ups details are Available	COMPLETED
64	Professional Society Activity	AVAILABLE	Professional Society Activity details are Available	COMPLETED
	D – Files (Miscellaneous Files)			
65	Staff Extension Activities	NOT AVAILABLE		COMPLETED

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